

Petersburg Regional Local Human Rights Committee Meeting Minutes

August 7, 2014

Committee Members Present:

Mr. Norman Stone, LHRC Member
Ms. Isabel Vartanian, LHRC Member
Ms. Kathy Tierney, LHRC Member/Vice Chair
Mr. Stephen Crawford, LHRC Member

Committee Members Absent:

none

Affiliate Members (Group A) Present:

Ms. Carlotta Taylor, Jireh House, LLC, LHRC Affiliate
Ms. Melissa Stiltoner, Gateway Homes, LHRC Affiliate
Ms. Lashanda Powell, Triumph Residential Services, LHRC Affiliate
Ms. Ramona Strickland, Poplar Springs Hospital, LHRC Affiliate
Mr. James Giggetts, Positive Image, LHRC Affiliate
Mr. Ron Wallace, River City Residences, LHRC Affiliate
Ms. Lisa Boone, Caring Hearts, LHRC Affiliate
Ms. Turquoise Perrin, New Desires Services, LHRC Affiliate
Ms. Shari Nesby, B & W Counseling Services, LHRC Affiliate

Affiliate Members (Group A) Absent:

Mr. Charles Scott, United Family Services, LHRC Affiliate
Ms. Sarah Jones, Life Enhancement, LHRC Affiliate

Affiliate Members (Group B) Present:

None

Others Present:

Ms. Carrie Flowers, Human Rights Advocate, Office of Human Rights

I. Call to Order

- a) Ms. Tierney called the meeting to order at 2:34pm. Mr. Stone seconded the motion.
Motion carried.

II. Approval of the Minutes

- a) The committee reviewed the minutes from the May, 2014 meeting. Mr. Crawford motioned to approve the minutes as written; Mr. Stone seconded the motion.
Motion carried. The committee reviewed the minutes from the June, 2014 meeting

as well. Ms. Vartanian motioned to approve the minutes as written; Mr. Stone seconded the motion. Motion carried and the minutes were approved as written.

III. Public Comments

No public comments were made.

IV. New Business

- a) Committee Role Appointments were discussed. Mr. Stephen Crawford volunteered for the role of Chair of the Committee. Mr. Stone motioned to approve Mr. Crawford as Chair of the committee; Ms. Tierney seconded the motion. Motion carried. Ms. Tierney volunteered to remain Co-Chair of the committee. Mr. Crawford motioned to approve Ms. Tierney as Co-Chair. Mr. Stone seconded the motion. Motion carried. Ms. Vartanian volunteered to fill the role of Secretary. Ms. Tierney motioned to approve this appointment; Mr. Stone seconded the motion. Motion carried.

V. Old Business

- a) Affiliates discussed the balance in the affiliate account and the outstanding dues owed by the different agencies. Recommendation was made that a letter be sent out to affiliates (who have been delinquent with payment or payments), that they are to pay these dues within 30 days of receipt of the letter, or risk citation by DBHDS. In November, in reference to each affiliate to whom this applies, the Committee Chair will then submit notification in writing to DBHDS that the Cooperative Agreement between the OHR and the affiliate is not being adhered to and he will recommend citation. This will likely generate a citation for those affiliates who have been delinquent with payment(s). Mr. Stone motioned to approve these actions take place; Ms. Vartanian seconded. Motion carried. Ms. Lindblad will draft a letter and get feedback from the committee members before sending it out to all affiliates.
- b) For those affiliates to whom this applies, a similar letter will be sent to affiliates who fail to attend the appropriate LHRC meetings during the course of the year and/or fail to submit the quarterly report each quarter in a timely manner, for it's timely submission to the committee members. In the upcoming November meeting, members will make formal recommendations to DBHDS reference citation for those affiliate who fail to adhere to these expectations. Mr. Stone

made a motion to approve these measures; Ms. Vartanian seconded the motion. Motion carried. Ms. Lindblad will draft the letter and obtain feedback from committee members prior to sending the letter out to all affiliates.

- c) The committee reviewed the existing LHRC meeting schedule. Ms. Tierney reported she has a conflict on Nov 12, 2014. The new date of November 13, 2014 was selected as an alternate date. The meeting will occur at 2:30pm on Thursday, November 13, 2014. Mr. Stone motioned to approve this change of date; Ms. Tierney seconded the motion. Motion carried. The first meeting in 2015 will be held on February 11, 2015 at 2:30pm at Poplar Springs Hospital.

VI. Affiliate Reports

- Jireh House, LLC
 - Gateway Homes
 - Triumph Residential Services, Inc.
 - Poplar Springs Hospital
 - Positive Image
 - Life Enhancement Services, LLC (*absent*)
 - River City Residences
 - United Family Services (*absent*)
 - Caring Hearts
 - New Desires Services
 - B & W Counseling Services
- a) *Reminder to Affiliates: you are required to forward Program Reports (on the newest quarterly report format) to your Affiliate Liaison (Ms. Lindblad) regardless of whether or not your attendance is required at the scheduled meeting. (Group B attends the November 13, 2014 meeting.) Meeting attendance or failure to provide a written report may result in a citation from DBHDS.*
- b) *Ms. Vartanian motioned to accept the reports; Mr. Stone seconded the motion. Motion carried.*

VII. Advocate's Report

Ms. Carrie Flowers provided several handouts to the affiliates regarding LHRC membership application, requirements of appointed committee members, and the definition of "health care provider" for the purposes of LHRC membership.

VIII. Closed Session

No "closed session" business was conducted during this meeting.

IX. Other Business

a) Additional 2014 meetings will occur as follows: November 13, 2014 (Group B).

Meetings in 2015 will occur as follows: February 11, 2015 (Group A), May 13, 2015 (Group B), August 12, 2015 (Group A), November 11, 2015 (Group B).

b) Reporting Period	Reports to Kim by	Meeting Date
7/1/14 – 9/30/14	10/10/14	11/13/14 (Group B attends meeting)
10/1/14 – 12/31/2014	1/10/15	2/11/15 (Group A attends meeting)
1/1/15 – 3/31/2015	4/10/15	5/13/15 (Group B attends meeting)
4/1/15 – 6/30/2015	7/10/15	8/12/2015 (Group A attends meeting)
7/1/15 – 9/30/2015	10/10/15	11/11/2015 (Group B attends meeting)
10/1/2015 – 12/31/2015	1/10/2016	2/10/2016 (Group A attends meeting)

X. Adjournment

Meeting was adjourned at 3:40pm.

8/18/14; kml